

# **PSYC\*7010, Course Outline: Fall 2023**

## **General Information**

DUE to the ongoing COVID-19 pandemic some courses are being offered virtually and some face to face. **This course is offered using the Face-to-Face format. The course has set day, time, and location of class.**

**Course Title: Recruitment and Selection**

### **Course Description:**

The course explores organizational issues in the recruitment and selection of new employees. Topics may include: individual differences, human rights, job analysis, recruitment methods and outcomes, selection methods and outcomes, hiring, decision making and employee placement/classification.

**Credit Weight: 0.50**

**Academic Department (or campus): Psychology**

**Semester Offering: Fall 2023**

**Class Schedule and Location:** Monday 2:30 PM - 5:20 PM; MCKN, 306

## **Instructor Information**

Instructor Name: Deborah Powell  
Instructor Email: dpowell@uoguelph.ca  
Office hours: by appointment

## **Course Content**

### **Specific Learning Outcomes:**

By the end of the course successful students will be able to:

1. Demonstrate understanding and application of: Reliability and validity of measurement, Job Analysis Methods, Canadian employment laws that affect employee recruitment and selection
2. Understand and discuss the definition, advantages, disadvantages of different personnel selection tools, including: interviews, job sample tests, ability tests,

personality tests, situational judgment tests, biodata, physical ability testing and drug testing

3. Use active listening skills to understand a personnel selection issue within an organization
4. Use the empirical literature to develop a recruitment plan and personnel selection protocol for a specific job: evaluate the appropriateness of different tools and reject less acceptable methods, and express that plan in writing and verbally to a manager.
5. Be familiar with and be able critically discuss (orally and written), both seminal and recent personnel selection research.
6. Commit fully to team tasks, contribute quality work, and excel in their personal contributions

**Lecture Content:**

- Measuring Individual Differences
- Employment Law, Standards, and Ethics
- Job Analysis
- Recruitment
- Interviewing
- Intelligence and Ability Testing
- Assessment Centres and Work Samples
- Personality and Integrity Testing
- Biodata, Situational Judgement Tests, Physical Ability Testing, Drug Testing
- Making Selection Decisions
- Applicant Reactions

## Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
1. Participation	Weekly	10%	1, 2, 5
2. Blog Entries	Various	10% x 2 = 20%	2, 5
3. Blog Comments	Various	5% x 2 = 10%	2, 5
4. Discussion Leading	Various	5% x 2 = 10%	2, 5
5. Consulting Project		5%	3
a. Client Interview	October 16		
b. Mid-project check-in	November 6	Not graded	3, 4
c. Final Client Presentation	December 1	20%	4
d. Final Client Report	December 8	20%	4
e. Team Contribution	December 11	5%	6

## Course Resources

### Required Texts:

All course readings are available on CourseLink.

## Course Policies

### Grading Policies

The nature of this course does not allow for people to get behind in their assignments. If there is a compelling reason for an assignment to be handed after the due date, then of course, no points will be deducted. But, if such a reason exists, you must contact me BEFORE the due date.

[Graduate Grade interpretation](#)

***Please note that these policies are binding unless academic consideration is given to an individual student.***

### **Course Policy on Group Work:**

The two major final assignments (client report and client presentation) will be completed in groups. Each group member is responsible for contributing to these projects to the best of their ability. Each group member will receive the same grade for the presentation and report; group members will grade each other on contribution to the group. Please come to see me as early as possible if you are having any problems with the equal distribution of work.

### **Course Policy regarding use of electronic devices and recording of lectures:**

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

## **University Policies**

### **Disclaimer:**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email. This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

### **Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration:

[Academic Consideration, Appeals and Petitions](#)

### ***For GRADUATE:***

[Grounds for Academic Consideration](#)

### **Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the:

[Graduate Calendar](#):

### **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact [Student Accessibility Services](#) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 54335 or email [accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca) or the [Student Accessibility Services Website](#)

### **Student Feedback Questionnaire**

These questionnaires (formerly course evaluations) will be available to students during the last 2 weeks of the semester: March 30<sup>th</sup> – April 10<sup>th</sup>. Students will receive an email directly from the Student Feedback Administration system which will include a direct link to the questionnaire for this course. During this time, when a student goes to login to Courselink, a reminder will pop-up when a task is available to complete.

[Student Feedback Questionnaire](#)

### **Drop date**

The last date to drop one-semester courses, without academic penalty, is Friday December 1, 2023. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).

Instructors must provide [meaningful and constructive feedback, at minimum 20% of the final course grade, prior to the 40th class day](#). For courses which are of shorter duration, 20% of the final grade must be provided two-thirds of the way through the course.

[Current Graduate Calendar](#)